### PARTIES APPEARING PRO SE GRANTED LEAVE OF COURT TO FILE ELECTRONICALLY



ONLY PARTIES GRANTED LEAVE OF COURT TO SUBMIT FILINGS ELECTRONICALLY IN A PENDING CIVIL CASE MAY APPLY AND REGISTER FOR E-FILING.

YOU MAY NOT PROCEED UNLESS THE COURT HAS GRANTED YOUR MOTION TO E-FILE IN A PENDING CIVIL CASE ON APPEAL.

To e-file you must have an Upgraded Pacer account and an e-filing account with the 5<sup>th</sup> Circuit. Review the options below to determine your current status and action required in order to e-file.

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## I. Pro Se Parties with an Upgraded Pacer Account and a CM/ECF E-Filing account

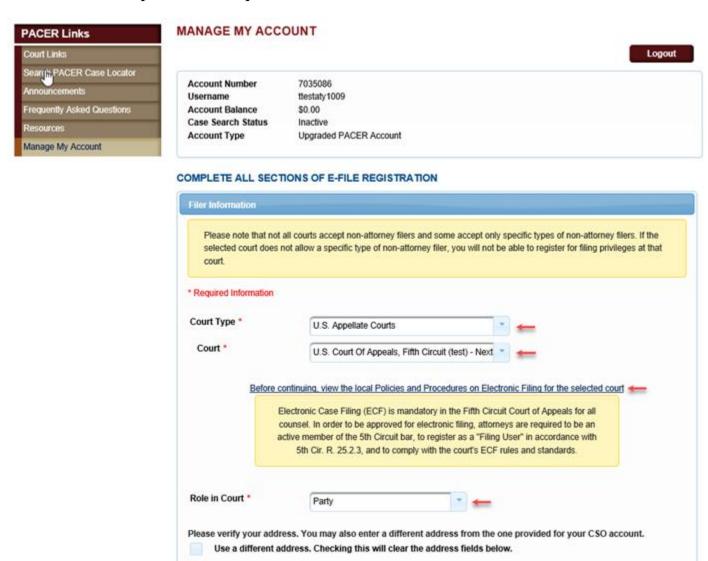
If you already have an upgraded Pacer account and an active e-filing account with the 5<sup>th</sup> Circuit. No further action is needed. You may login and file with this court in the approved civil case.

#### II. Pro Se Parties with an Upgraded Pacer account only

- 1. Log in to your Pacer account. <a href="https://pacer.psc.uscourts.gov/pscof/login.jsf">https://pacer.psc.uscourts.gov/pscof/login.jsf</a>
- 2. Click the Maintenance tab and select 'Non-Attorney E-File Registration'

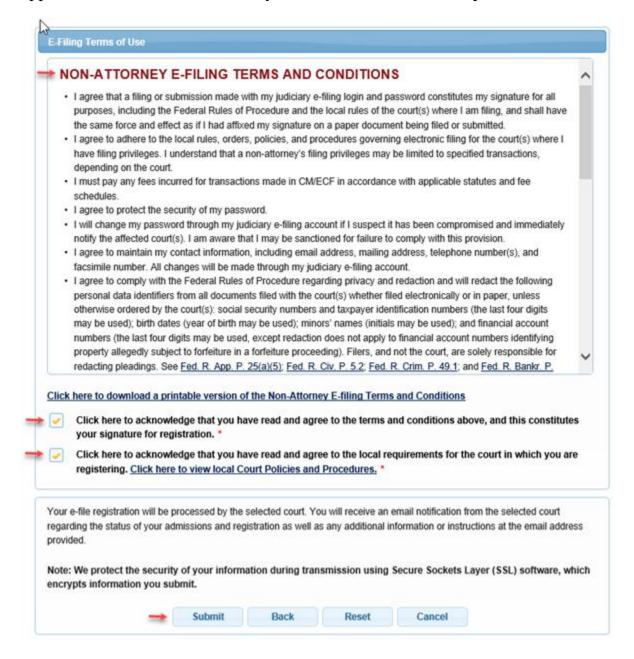


3. Select Court Type, Court, and Role in Court. Review local policies and procedures. When done, continue to provide all requested information.



Firm/Office

4. On the final screen, review the Non-Attorney E-Filing Terms and Conditions and acknowledge. When done, click [Submit]. A notice will be sent to the 5<sup>th</sup> Circuit for review and approval. You will be notified by email when the court completes its review.



## III. Pro Se Parties with a Legacy Pacer account and a 5<sup>th</sup> Circuit E-Filing Account

1. You must Upgrade your Pacer account.

Log in to your Pacer account at <a href="https://pacer.psc.uscourts.gov/pscof/login.jsf">https://pacer.psc.uscourts.gov/pscof/login.jsf</a>

If you don't remember your login credentials, you can retrieve them here:

Retrieve PACER login: <a href="https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf">https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf</a>

Retrieve PACER password: <a href="https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf">https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf</a>

- 2. Click the Maintenance tab and select 'Update Personal Information'. Complete all requested information.
- 3. After upgrading your Pacer account, you must link it to your 5<sup>th</sup> Circuit e-filing account.

To link your accounts, you must know your 5th Circuit login/password. If you don't remember your login credentials, you can retrieve them here:

Retrieve your CM/ECF login or password: <a href="https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl">https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl</a>

When you are ready to link your accounts, follow the steps below:

- a. Be sure that you are logged out of PACER completely and close your browser.
- b. Open your browser and go to the ECF website for the 5th Circuit.
- c. Click the CM/ECF Document Filing System link. At the login screen, log in with your upgraded PACER account credentials.
- d. Click Link My Filer Account To My PACER Account.
- e. Enter your old e-filing CM/ECF login and password to link your accounts.
- 4. From this point forward, use your upgraded PACER account credentials to log in to file in the 5<sup>th</sup> Circuit and any NextGen CM/ECF court.

# IV. Pro Se Parties that do not have either a Pacer account nor a 5<sup>th</sup> Circuit E-Filing account

- 1. Register at Pacer: <a href="https://pacer.psc.uscourts.gov/pscof/regWizard.jsf">https://pacer.psc.uscourts.gov/pscof/regWizard.jsf</a>
- 2. Follow steps 2. through 4. in <u>section II above</u>.